

**SECRET**

MEMORANDUM FOR: ✓ Executive Officer, OL  
Chief, Personnel and Training Staff, OL  
Chief, Plans and Programs Staff, OL  
Chief, Procurement Management Staff, OL  
Chief, Security Staff, OL  
Chief, Logistics Services Division, OL  
Chief, Printing Services Division, OL  
Chief, Procurement Division, OL  
Chief, Real Estate and Construction Division, OL  
Chief, Supply Division, OL

SUBJECT : Communications Requirements Determination

1. Attached is a draft of the Phase III Requirements Determination Report prepared by the Office of Communications (OC). The report has been prepared over a period of several months, with the assistance of the members of the Communications Requirements Working Group. It is self-explanatory with Section I providing background information and Sections II through VI (prepared as a separate Annex for each Directorate) containing the comments, new requirements, and projections received during this process. Review and validation of the report by your operating component is requested.

2. Although the report now represents the present and projected communications needs of the Directorates made known to OC, OC hopes that further input in terms of future communications needs and long-range projections can be developed by the working group. OC again welcomes any comments you may wish to include in your response.

3. The purpose of this determination report is to provide OC with a comprehensive compilation of the Agency's communications needs in the areas specified to be used for planning purposes. Changes in communications service will continue to require a specific request with the approval of appropriate authorities.

4. Recently you were asked to submit communications requirements for FY 1977 and long-range projections for FY 1978-81. Please do not include these requirements in this report. In the interest of paper conservation, copies of the report have not been made for all components. Accordingly, it is requested that you conduct your review promptly and forward the report to the next addressee on the routing sheet.

5. This exchange will constitute the final review and validation of the attached document. New information received will be incorporated in this document and copies distributed for reference information and planning purposes.

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6. The Plans and Programs Staff (P&PS) has been designated as the focal point for this project and will compile the Office of Logistics' report to OC. Your response should be forwarded to P&PS by 18 March 1975. Negative replies may be telephoned to

25X1

Michael J. Malanick  
Director of Logistics

Att

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Communications Requirements Determination

FROM:

Chief, Plans and Programs Staff, OL

Ames Building

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. *AKB/OL*

EO/OL

Ames Building

4-3

2.

3.

DD/L

Ames Building

4.

5.

D/L

Ames Building

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Signature

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Communications Requirements Determination

FROM:

Director of Logistics  
[ ] Ames Building

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

E0/OL

[ ] Ames Building

2.

3.

C/P&TS/OL

[ ] Ames Building

4.

5.

C/PMS/OL

[ ] Ames Building

6.

7.

C/SS/OL

[ ] Ames Building

8.

9.

C/P&PS/OL

[ ] Ames Building

10.

11.

12.

13.

14.

15.

Approved For Release 2003/02/27 : CIA-RDP87-00031R000100120003-5

STAT

I have gone through  
this and discussed with   
Do not think it is necessary  
for an individual review by all  
of our Division and Staff Chiefs -  
Would seriously confuse them. Suggest  
that govt. response be OK using  
the input he got from our recent  
review of Commons requirements.  
I checked PMS and PD. 5 Mar 75  
requirements and they are OK as stated  
in this paper. (DATE)

STAT

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)

STAT